

State of Illinois
State Use Committee Meeting Minutes
June 12, 2019

Video Conferencing sites:

Stratton Office Building Room 500 ½
Springfield, Illinois

James R. Thompson Center
Room 9-036
Chicago, Illinois

I. Call to Order

Chairman Wilson opened the meeting at 2:00 pm

II. Roll Call

<u>Committee members present:</u>	<i>Attachment #1 Sign in</i>	<u>Others present:</u>
Ron Wilson, Stratton Springfield		Katrina Livingston, CMS/BOSS
Joyce McGrady, Stratton Springfield		Lori Halliburton, Bridgeway
Richard Gloede, Stratton Springfield		Tammy Diefendorf, Bridgeway
George Indelli, JRTC Chicago		Alison Dickey, Public
Ryan Dowd, Stratton Springfield		Ashley Stewart, EEC CPO HE
Chris Dickey, Stratton Springfield		Shirley Webb, EEC CPO HE

Chairman Wilson noted there was a quorum present with six members.

III. Approval of the June 12, 2019 Meeting Minutes

Chairman Wilson confirmed the members had reviewed the June 12th meeting minutes and there were no proposed changes. Chairman Wilson called for a motion to approve the Minutes. Motion to approve was made by Member Gloede, seconded by Member Indelli. All members unanimously approved the Minutes.

IV. Review and Vote on Proposed Contracts *Attachment #2 vote sheet*

Chairman Wilson asked the Committee if all had a chance to review the proposed contracts and request letters to be voted on today. All Committee members affirmed they had. Chairman Wilson also explained the revision of the Approval Letters adding the statement "The Committee's authorization is not an authorization for the selected vendor to begin providing supplies or services in the absence of a contract that has been reduced to writing and signed by all necessary parties, nor may it serve as a substitute for other required Chief Procurement Office or internal Agency approvals". Coordinator Livingston read aloud each contract for vote, asked if there were questions, and requested a vote. All contracts were unanimously approved with the exception of four contracts with Land of Lincoln Goodwill based on statement from Goodwill "In the past we have absorbed the cost of the services for a Qualified Intellectual Disabilities Professional because these services were used in some of our other mission

programs. In order to more accurately access costs and allocate them to each of our programs we have included a related expense to our janitorial contracts." Board member Chris Dickey feels that these services, such as visiting the sites and monitoring of goals would be paid for through DHS and shouldn't be paid for through a State Use contract. Tammy Diefendorf with Bridgeway, who was attending meeting stated in the past she has requested additional funding for this also and has been declined. Both Tammy and Chris feel support services are already funded through the DHS and shouldn't be included since funding with DHS would pay for the services of a QID Professional. With no specific dollar amount being given by Goodwill, as the amount they are wanting in specific to this, the committee table the matter with instruction to clarify with Goodwill and vote at next meeting.

V. Subcontractor Guidelines Approval and Vote

Chairman Wilson confirmed with committee they had review guideline and asked if anyone had any questions or thoughts. Member Gloede stated he thought this was already approved and in place. Coordinator Livingston explained she had the guidelines already drawn up just forgot to have vote. Vote was taken and committee approved unanimously.

VI. Approval Letter Wording

Chairman Wilson went over letter wording again, let members know there is a copy of the letter for review and explained the need to change wording based on contracts using the wording "Upon Execution" vs a hard start date.

VII. Future Meeting Date

Chairman Wilson expressed his appreciation to the Committee members present for their attendance and reviewed the upcoming quarterly meeting dates:

- September 11, 2019 at 1 pm
- December 11, 2019 at 1pm

VIII. Adjournment

There being no further business to come before the Committee, Chairman Wilson called for a motion to adjourn. Chairman Wilson announced the motion to adjourn was approved and adjourned the meeting at 1:41 P.M.

 9/11/19

Ron Wilson